

Consultation Lesson Plan Process Curriculum Design Unit

The Curriculum Design Unit (CDU) consultation services are available for anyone in the Department, including, but not limited to, Headquarters, Health Services, Mental Health, In-Service Training, Juvenile, and Parole, who has identified a need for training and requests the Office of Training and Professional Development's (OTPD) review, approval, and certification. The following describes the CDU consultation procedures.

1. The requestor completes the revised Training Assessment Worksheet and submits it to the designated CDU Staff Services Manager (SSM) I.
2. The SSM I reviews the Training Assessment Worksheet for accuracy and completion, and logs the information into the tracking system.
3. For In-Service-Training (IST) and On-the-Job-Training (OJT) lessons, the SSM I will coordinate with the Field Training Unit and Division of Juvenile Justice (DJJ) Liaison.
4. The SSM I will meet with the SSM II to discuss unit priorities.
5. If it is determined that consultation services can be provided, the SSM I will assign an instructional designer as consultant and the requestor will be notified. If CDU is unable to provide the requested services, the requestor will be notified in writing.
6. The ID consultant will provide training and consultation to the lesson author in the design and development process, including the Instructional Systems Design model, adult learning theories, the Curriculum Standards Checklist Quality Assurance Review form, and use of the consultation lesson template (which the CDU will provide).
7. Prior to writing the actual lesson plan, the author will submit the Need for Lesson, Instructional Goal(s), and Learning Objectives to the ID consultant. The ID consultant will review them to ensure they meet the training requirements and OTPD and Corrections Standards Authority (CSA) standards.
8. The lesson author will subsequently write the remainder of the lesson plan, and may confer with the ID consultant at any time for guidance.
9. This lesson plan development and consultation may be conducted through email. However, if a component of the lesson plan (such as a handout) cannot be scanned and developed into a usable electronic document, the lesson author must produce a printed hard copy for review.
10. Substantive changes to content or instructional strategies must be returned to the author for lesson corrections and supervisor review. The ID consultant will assist the lesson author to ensure the necessary changes are completed, and that the final lesson plan meets Department and CSA standards for training, certification, and approval.

Curriculum Design Unit Consultation Process (Continued)

11. When the lesson plan meets the Department and CSA standards for training, certification, and approval, the ID consultant will complete a Curriculum Standards Checklist Quality Assurance Review and forward it to the lesson plan author.
12. The designated approving manager(s) and the lesson plan author will acknowledge approval of the content by signing the lesson plan Signature Sheet. They will then forward it to the ID consultant for signature.
13. The ID consultant will then forward the lesson plan and Signature Sheet to the SSM I for review and signature, who will then forward them to the SSM II for review and signature. Additional signatures may be required as needed.
14. The lesson is now approved for implementation. The ID consultant will ensure that he/she provides a FINAL electronic Microsoft Word copy of the lesson plan to the author. The ID consultant will also recommend to the author that the lesson plan be converted to PDF for distribution.
15. The ID consultant will provide a final CD of the lesson in Microsoft Word, a copy of the Training Assessment Worksheet, a copy of the Curriculum Standards Checklist Quality Assurance Review, and a copy of the Signature Sheet to the CDU office technician (OT) for archival purposes.
16. For tracking purposes, the ID consultant will input applicable information into the Access database as it is received or as each step is completed. This includes course title, lesson title, author, training hours, videos or DVDs required, ID name, date lesson received, dates returned to author, dates returned to ID, date of Quality Assurance Review, date of full approval, and any comments. The CDU OT will retain all documents in a history file.
17. Subsequent revisions are completed using the same procedure.
18. The consultation lesson plan may or may not be placed on the CDU server, depending on the requirements of the requestor and the CDU.